



SITE AUDITS AND INSPECTIONS

It is the policy of E Light to conduct complete audits / inspections related to the loss prevention program, in order to control or minimize loss to people, property and process, proactively. We believe that the audit process is the key to successfully managing our projects, continually improving and providing a safe work place for our employees.

The subcontractors have an obligation to conduct daily, and weekly, site inspections of their work areas and to provide written reports to the Safety Manager if a full time safety staff is on site or the Project Manager and Superintendent if a full time safety staff is not on site.

E Light is dedicated to providing a safe and healthy work environment for its employees and subcontractors. In keeping with this policy, **all levels of management must perform safety, health and environmental audits / inspections** of all departments work areas and construction sites in order to detect potential loss exposures in a timely manner. ***The supervisors who are in control of the fieldwork environment must conduct weekly, regular inspections of the job site as required by the OSHA standards. All other levels of management must do their part by also performing site inspections as detailed in the responsibilities section of this program.***

All audits and inspections will be conducted utilizing iAuditor and the approved and developed templates for E Light Electric Services, Inc. Specialized templates may be developed by making a request for a template to the Director of Safety and Loss Prevention.

Inspections / audits are necessary tools in identifying problems and evaluating risk before accidents and incidents happen. The intent of an inspection or audit is to:

- **Identify potential problems.**
- **Identify equipment deficiencies.**
- **Identify improper employee actions.**
- **Identify effects of facility modifications.**
- **Identify inadequacies in remedial actions.**
- **Identify non-compliance with the safety loss control program**
- **Provide management self-appraisals.**
- **Demonstrate management commitment**



- **Identify areas of potential improvement**

- **Communicate with the crew who performs the work to involve them in the process of finding safer and more efficient methods of doing work**
- **Identify ergonomic issues and find a mitigation**
- **Evaluate the installation plans and JHAs and ensure compliance with them and find ways to make improvements.**
- **CONTINUALLY IMPROVE**

RESPONSIBILITIES

Equipment operators: (cranes, forklifts etc.) Perform a pre-use inspection before using any mobile equipment. A pre-use inspection should occur during the beginning of each shift if the equipment is to be used. The equipment operators will report any substandard conditions to their supervisor and will immediately cease use of the equipment. Employees will not use any equipment for which they have not received training.

All Employees: Perform a pre-use inspection before using any tools. A pre-use inspection should occur during the beginning of each shift if the equipment is to be used. The employee will report any substandard conditions to their supervisor and will immediately cease use of the tool. Employees will not use any tool for which they have not received training. Notify your supervisor immediately if you have not been trained on a tool.

Foremen: Inspect your crew daily before each shift and ensure that they are in compliance with the dress code and the PPE requirements of the task they are assigned. Ensure that they are fit and ready for the work they are assigned. Ensure that they are not under the influence of any substance which is prohibited or that may interfere with their ability to safely perform their work. Ensure that each crew member has a pre-task card and that it is filled out correctly. Throughout the day monitor and inspect your crew to ensure that they are working safely, following the installation plan, following the JHA, and working efficiently. At the end of the shift inspect the work area and ensure that the tools and equipment are accounted for and that the area has been cleaned. Review each crew members pre-task card, initial their pre-task card. Place all pre-task cards with comments at the top of the stack. Turn the stack into your supervisor and notify your supervisor verbally if there are cards with additional hazards, good catches or comments on them. Complete a Daily Supervisors Report using the iAuditor template.

Superintendents/ General Foremen: Inspect your foremen daily before each shift and ensure that they are in compliance with the dress code and the PPE requirements of the task they are assigned. Ensure that they are fit and ready for the work they are assigned. Ensure that they are not under the influence of any substance which is prohibited or that may interfere with their ability to safely perform their work. Ensure that each foreman has



JHAs and Installation plans for all the tasks their crew will perform that day. Throughout the day monitor and inspect your crews to ensure that

they are working safely, following the installation plan, following the JHA, and working efficiently. At the end of the shift collect the pre-task cards from your foremen. Review any card that has additional hazards or comments. Log the additional hazards or comments and follow up on each one of them with the Safety Manager if applicable or the Director of Safety and Loss Prevention. You must speak to each person that placed a comment on their pre-task card personally and inform them of the follow up results of their comment. Complete a Daily Supervisors Report using the iAuditor template. Once per week, select a crew and perform a STOP action observation. (See Below) Once per week, perform a specific site inspection for safety once per week and complete the Operations: Weekly Safety Walk iAuditor report and email to the Safety and Training Coordinator and the Director of Safety and Loss Prevention.

Project Manager: Visit the project a minimum of once per month and complete a Management: Visiting Managers Quality and Safety Assurance Report. Email the completed report to the Department Director, the VP of Operations and the Director of Safety and Loss Prevention and save a copy in the network job file.

Director of Safety and Loss Prevention: Visit the projects a minimum of once every other month and complete a Management: Field Safety Walk Report. Email the completed report to the President, the VP of Operations, the Department Director, the Project Manager and the Superintendent and save a copy in the network job file.

Director of Construction and Director of Service: Visit the projects a minimum of once every other month and complete a Management: Visiting Managers Quality and Safety Assurance Report. Email the completed report to the VP of Operations, the Project Manager and the Superintendent and save a copy in the network job file.

Vice President of Operations: Visit the projects a minimum of once every quarter and complete a Management: Visiting Managers Quality and Safety Assurance Report. Email the completed report to the Project Manager and the Superintendent and save a copy in the network job file.

President and CEO: The President is to tour projects periodically as needed. The priority of the visits will be determined at his discretion based on the needs of the company and large projects will rotated so that the main focus of manpower is inspected at least annually. The president is not required to complete a report of his findings as this inspection is ensure visibility of the president to employees and to help ensure the continuation of a culture of training and safety. The Director of Safety and Loss Prevention shall report at least monthly to the President safety updates, statistics, trends and accident data. The Director of Safety and Loss Prevention shall report to the Board of Directors at each board meeting.

The Director of Safety and Loss Prevention shall manage the audit process for the SHEP and maintain a log of revisions and updates and shall be responsible for communicating updates to the



employees.

The Director of Safety and Loss Prevention shall be responsible for coordinating and facilitating the Monthly Supervisors and Management Training Meeting.

The Director of Safety and Loss Prevention shall be responsible for managing the weekly safety report and issuing it to clients and projects and executives.

The Director of Safety and Loss Prevention shall be responsible for updating and monitoring the Trello board and ensuring ideas, comments, suggestions and questions are shared with the team.